

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**GLEN ST. JOHNS  
COMMUNITY DEVELOPMENT DISTRICT**

The **Audit Committee** meeting of Glen St. Johns Community Development District was held on **Wednesday, January 17, 2018 at 10:00 a.m.** at the St. Johns County Airport Authority located at 4730 Casa Cola Way, St. Augustine, FL. 32095.

Present and constituting a quorum:

Brian Reese	<b>Board Supervisor, Chairman</b>
David Nabers	<b>Board Supervisor, Vice Chairman</b>
Lynne Snyder	<b>Board Supervisor, Assistant Secretary</b>
Darren Romero	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Hopping Green &amp; Sams</b>
Vince Dunn	<b>Professional Engineer, District Engineer (Via Speakerphone)</b>
Kyle Kubik	<b>Account Manager, Yellowstone Landscape</b>
Cheyne Solsbee	<b>Account Manager, Yellowstone Landscape</b>
Jay King	<b>General Manager, Vesta Property Services</b>
Steve Howell	<b>Field Operations Manager, Vesta</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Gallagher called the meeting to order at 10:01 a.m. and read roll call.

**SECOND ORDER OF BUSINESS**

**Review Instructions and Criteria for  
Proposals for District Auditing Services**

On a motion by Mr. Reese, seconded by Mr. Nabers, with all in favor, the Audit Committee reviewed instructions and criteria both with and without price. The Audit Committee elected option to include price at an even twenty (20) points for each of the five (5) evaluation criteria (Exhibit A) for Glen St Johns Community Development District.

**THIRD ORDER OF BUSINESS**

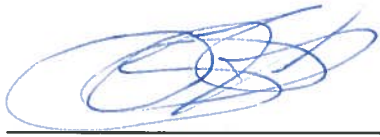
**Establishing a Date for Second Audit  
Committee Meeting**

On a motion by Mr. Reese, seconded by Mr. Nabers, with all in favor, the Audit Committee selected March 21, 2018 as their Second Audit Committee meeting date prior to the onset of the Regular Meeting to be held at 10:00 a.m. at the St. Johns County Airport Authority for Glen St Johns Community Development District.

**FOURTH ORDER OF BUSINESS**

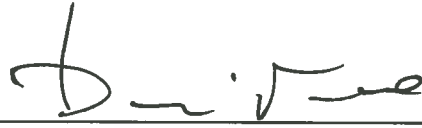
**Adjournment**

On a motion by Mr. Nabers, seconded by Mr. Reese, with all in favor, the Audit Committee adjourned the Audit Committee Meeting at 10:05 a.m. for Glen St. Johns Community Development District.



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Secretary/Assistant Secretary



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Chairman/Vice Chairman

# **Exhibit A**

## EVALUATION CRITERIA

**1. *Ability of Personnel.* (20 Points)**

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

**2. *Proposers' Experience.* (20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

**3. *Understanding of Scope of Work.* (20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. *Ability to Furnish the Required Services.* (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposers' financial resources and stability as a business entity necessary to complete the services required (E.g. the existence of any natural disaster plan for business operations).

**5 *Price* (20 Points)**

Points will be awarded based upon the price bid for the rendering of the services and reasonable ness of the price to the services

**Total (100 Points)**